

<p>Title Commissioning Manager - carers</p>	<p>Department Adult Social Care, Health and Public Protection</p>	<p>Post Ref.</p>
<p>Job Purpose <i>To lead on the strategic commissioning, policy development and market facilitation of a range of services and pathways adults and carers who may require social care and/or early intervention and prevention services in Nottinghamshire. Managing staff, contracts, virtual project teams and partnerships to meet the required service standards, in line with the service plan.</i></p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To be aware of and understand emerging national policy and developments and to be able to develop and lead local initiatives. 2. Personally and through team members to deliver the targets set down in the service and team plans. 3. To resolve any service delivery issues within available resources. 4. To improve the performance of staff under his/her line management by maintaining communication with staff and providing the appropriate support and guidance. 5. To improve customer satisfaction levels and ensure effective services are provided to adults in Nottinghamshire. 6. To act as a professional exemplar in carrying out the above duties with a 'can do' attitude. 7. To deploy and manage assigned budgets up to a value of £12M and to take corrective action where appropriate in liaison with the Group Manager. 8. To build positive relationships with other staff and colleagues. 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Specified service targets within agreed resources 2. Effective commissioning, supervision and management of teams and external providers to secure high levels of performance 3. Effective management and deployment of directly managed budgets (up to £12M). 4. Options appraisal and recommendations for use of assigned departmental commissioning budgets (e.g. £24M Care & Support Services, £16M Home Based Care) in order to ensure best use of resources, value for money and achieve savings whilst delivering a range of care, support and preventative services to meets the needs of adults living in Nottinghamshire 5. Development and management of pooled budget arrangements (s75 NHS Act 2006) to support better outcomes for individuals through closer integration of health and social care 6. Alert the Group Manager of issues that could affect performance 7. To lead and support the development and delivery of a 	

<ul style="list-style-type: none"> 9. To inform the Group Manager of any changes in the operational environment including customer satisfaction issues. 10. To undertake analysis of data and options appraisals. 11. To Chair and represent the Department at partnership meetings in order to ensure the strategic planning of social care funded services with other agencies 12. To develop and promote new and innovative ideas that build on existing good practice in related areas and deliver key targets set out in local and national strategies and performance frameworks 13. To develop 1-10 year commissioning strategies and implementation plans, monitor progress and report on as required. 14. To ensure that people who do/may use services and their carers are involved in evaluating, planning and specifying services 15. To effectively establish, manage, monitor and implement both simple and complex savings and efficiencies projects and their sub-groups, managing risks and reporting on as required 16. To develop policy and drive initiatives aimed at promoting cultural change across the organisations engaged in integrated commissioning partnerships 17. To engage with providers to develop and implement strategies that facilitate a diverse, sustainable and affordable local market 	<p>programme of complex projects, commissioning and delivery plans for adults.</p> <ul style="list-style-type: none"> 8. Effective engagement of Public Sector, Private and Voluntary Sector agencies, including Clinical Commissioning Groups, Local Authority, District Councils, Public Health and providers to improve the health and wellbeing outcomes for adults living in Nottinghamshire
--	--

The post holder will perform any duty or task that is appropriate for the role described

<i>Person Specification</i>	
Education and Knowledge	<i>Leadership and Management Skills</i>

Tier 7 – commissioning manager

1. Degree level education (or equivalent relevant to post)
2. Evidence of continuous relevant professional development and training
3. Advanced knowledge and understanding of strategic commissioning and the main issues affecting the service area.
4. Knowledge of the current legislation, policy and strategic priorities for health, adult social care, housing and children's services at both a national and local level
5. Knowledge of the principles and practice of:
 - effective people management;
 - excellent customer service;
 - appropriate risk management;
 - budget management
 - procurement, quality assurance and contract management
 - national public sector performance frameworks

Experience

15. Minimum 5 years experience of strategic commissioning or complex service improvement /development in a Local Authority, health or housing.
16. Management of staff
17. Complex partnership working across a diverse range of agencies and sectors
18. Successfully managing and delivering complex projects
19. Managing complex engagement and consultation exercises
20. Specifying and implementing new services and/or service redesign
21. Identifying and delivering savings and efficiencies
22. Budget management
23. Ability to use IT to self serve administrative tasks; able to word.

6. Strong communication and interpersonal skills to strategically secure commitment to proceed from Senior Leadership Team and the Integrated Commissioning Groups who report into Nottinghamshire Health and Well-Being Board
7. Ability to communicate complex, often contentious, messages, aims, objectives and outcomes, to a wide audience.
8. Ability to set and drive the team toward key outcomes, providing a positive example by working efficiently, thinking creatively and taking anticipatory action
9. Ability to motivate, manage change and create a positive culture that empowers staff to develop innovative ideas, managing the team to be ambitious but realistic in achieving the highest possible performance levels.
10. Ability to identify risks and issues that could impact on service delivery and develop a number of options to mitigate them
11. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.
12. A high level of personal drive and commitment and ability to work well under pressure and to deadlines.
13. Excellent analytical, judgemental and creative skills to analyse and interpret varied and complex information, in order to produce short and long term solutions and strategies
14. Excellent oral, written and presentation skills with the ability to tailor this to the needs of different audiences

Role Dimensions

24. Understand the health & wellbeing needs of the local population in order to effectively review and revise the Joint Strategic Needs

Tier 7 – commissioning manager

Assessment and to subsequently inform strategic commissioning priorities

25. Ensure that commissioning strategies and plans incorporate statutory guidance and legislative requirements, relevant County Council and corporate priorities as well as local needs information, and are developed with service users, carers and partners including Health partners and District/Borough Councils
26. Ensure that strategic commissioning priorities are implemented across a wide range of services, including social care, health, housing and support
27. Develop, monitor and review departmental and inter-agency policy and performance and targets to improve health, social care and well-being outcomes for service users and carers.
28. Evaluate and review of the evidence base, effectiveness and value for money, of commissioning activities in relation to the strategic intentions and outcomes
29. Develop and sustain effective inter-agency and inter-departmental partnerships between the Council, service users, carers and partners to plan and commission services to achieve the best possible outcomes for people
30. Develop and implement inter-agency commissioning and delivery plans including preventive strategies to ensure earlier intervention by all agencies with people not yet eligible for social care
31. Support and facilitate a local market that offers people choice.
32. Share relevant information with social care and health care providers regarding commissioning intentions and service developments
33. Direct line management responsibility for 3 to 4 staff (up to Band D managers of staff/small teams. Numbers vary, due to changing workload demand to deliver commissioning intentions, savings plans and projects).
34. Project manager role for project teams and staff not within direct line management span of responsibility.
35. Responsible for monitoring, financial authorisation and financial forecasting for budgets of up to £12M.
36. Responsible for ensuring all human resource functions are carried out in relation to the area of responsibility including recruitment, supervision, employees' development, absence management etc.
37. Responsible for managing employee relations and performance issues including, disciplinary, grievance and harassment according to corporate policy
38. Deputises for Group Manager as required.

Please attach a structure chart

Date 10/05/17

Tier 7 – commissioning manager